



MOTHER TERASA COLLEGE OF ARTS AND SCIENCE

(AFFILIATED TO BHARATHIDASAN UNIVERSITY-TRICHYRAPPALI)

METTUSALAI, ILLUPUR, PUDUKKOTTAI-6220102

Date :21.01.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 2nd Internal Quality Assurance Cell member meeting was held on 21 Jan 2022 at the seminar hall. Principal, Dr.T. Poongunran presided over the meeting.

The members are follows. Time:1.30PM to 2.30PM ; Venue: Mini Auditorium

Sl.NO	NAME OF THE IQAC MEMBER	ROLE
1	Dr. T. Poongunran	Principal/Chairperson
2	Mr. M. Hariprabhu	IQAC Coordinator
3	Mrs S. Sangeetha	Member
4	Mr. K. Thamoetharan	Member
5	Mr A. Sivakumar	Member
6	Mr. V. Chandrasekar	Member

The agenda for the meeting is mentioned below.

Sl.NO	AGENDA
1	Review of academic calendar
2	Faculty development programs (FDPs), workshops, seminars
3	Best practices implementation and documentation
4	Collaboration/MoU updates
5	Alumni engagement and activities

Principal welcomed the gathering and the minutes of the previous meeting was read by the IQAC coordinator and approved.

Agenda points were discussed and resolutions were made.

Resolution No: 1

It was resolved that the Academic Calendar for the academic year 2018-2019 is approved, and all departments shall strictly adhere to the timeline and submit monthly compliance reports to IQAC.

Resolution No: 2

It was resolved that a minimum of two FDPs and one interdepartmental workshop will be organized during the academic year. Further, each department must plan at least one seminar or guest lecture per semester. IQAC shall document all related activities.

Resolution No: 3

It was resolved that all departments must update best practice documentation monthly. IQAC will consolidate departmental reports for AQAR. A committee will explore new best practice options and submit recommendations for implementation from the next semester.

Resolution No: 4

It was resolved that inactive MoUs be renewed immediately. Departments shall identify potential collaborators and submit proposals within one month. IQAC will coordinate the process of signing new MoUs and monitor follow-up activities.

Resolution No: 5

It was resolved that the Annual Alumni Meet will be conducted. Departments are encouraged to involve alumni in academic and career development activities. The alumni database will be updated and an online alumni networking platform will be strengthened.

The IQAC Coordinator proposed the vote of thanks and the meeting came to an end.

A handwritten signature in black ink, appearing to be 'Raj' followed by a flourish.

Signature of IQAC Coordinator